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Attachment A

Frame Update Invitation Letter



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

<<DATE>>

Dear <<Name>>:

I am writing to request your participation in a survey to update a list of adult correctional facilities in preparation for the 2024 Census of State and Federal Adult Correctional Facilities (CCF). The CCF is an important component of BJS's core set of correctional statistics.

Before data collection for the 2024 CCF can occur, we must update the roster of adult *confinement* and *community-based* correctional facilities administered by state departments of corrections (DOCs), the Federal Bureau of Prisons (BOP), and by private companies contracted to primarily house inmates for state and federal governments. We have cc'd your agency's NPS-1B respondent <<NPS RESPONDENT NAME>> on this request. If BJS should direct this request to someone else, please let us know.

The online CCF Frame Update survey contains a list of adult confinement and community-based correctional facilities holding inmates for your state, based on our most recent records. It may include facilities that have closed or exclude facilities that have opened since we last compiled our data. This information about facilities on our list is pre-populated in the online questionnaire so that you can easily confirm or make revisions as needed. You will have the ability to add any facilities that are missing. You may start and stop as needed.

For your reference and to aid in the preparation of information requested, please review the enclosed documents for more information. When you are ready to respond, the CCF Frame Update survey can be accessed online at [URL].

Your agency-specific login information is:
USERNAME: <<Agency ID>> **PASSWORD:** <<PIN>>
Please complete online by [DATE]

All data collected under BJS's authority are protected under the confidentiality provisions of 34 U.S.C. § 10132, and any person who violates these provisions may be punished by a fine up to \$10,000, in addition to any other penalties imposed by law. For more information on the federal statutes, regulations, and other authorities that govern how BJS, BJS employees, and data collection agents use, handle, and protect your information, see the BJS Data Protection Guidelines at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

If you have any questions about this request, please contact the data collection team at RTI International, BJS's data collection agent, at [phone] or [email]. If you have any general comments about the 2024 CCF or our statistical programs, please contact Laura Maruschak at 202-598-0802 or Laura.Maruschak@usdoj.gov.

Thank you for your assistance and continued support of BJS's statistical programs.

Sincerely,

Kevin M. Scott, Ph.D.
Acting Director, BJS

Attachment B

List of Facilities

Roster of Confinement and Community-Based Correctional Facilities

The purpose of this collection is to obtain a comprehensive list of adult *confinement* and *community-based* correctional facilities. For a detailed list of what types of facilities are included in this collection, please refer to the enclosed flyer.

To complete the online roster questionnaire, please visit [URL]. Your agency-specific login information is:

USERNAME: «AgencyID» PASSWORD: «PIN»

Please complete the requested questionnaire online by [DATE].

For your reference and to aid in preparations, the following list reflects information from our most recent records about *confinement* and *community-based* facilities used by your state. It may include facilities which have closed or exclude facilities which have opened since we last compiled our data. Please review this list and the enclosed Sample Facility Information Form for an overview of the questions that will be asked for each facility listed below.

| | |
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Attachment C

Facility Eligibility Criteria

Census of State and Federal Adult Correctional Facilities (CCF)

Roster of State Adult Correctional Facilities

The purpose of this collection is to obtain a comprehensive list of confinement and community-based correctional facilities administered by state departments of corrections (DOCs) or operated by private companies contracted to primarily house inmates for state correctional authorities or BOP. These facilities are intended for adults but sometimes hold juveniles.

What types of facilities are **INCLUDED** in this collection?

- Prisons, Penitentiaries, and Correctional Institutions
- Youthful Offender Facilities (except in California)
- Forestry and Conservation Camps
- Boot Camps
- Road Camps
- Reception, Diagnostic, and Classification Centers
- Prison Hospitals
- Drug and Alcohol Treatment Facilities for Prisoners
- Halfway Houses
- Residential Community Correction Centers
- Pre-release Centers
- Vocational Training Facilities
- State-authorized Parolee Return-to-Custody Facilities

INCLUDE confinement facilities administered by state DOCs or operated by private companies contracted to primarily house inmates for state correctional authorities.

INCLUDE community-based facilities administered by state DOCs or operated by private companies contracted to primarily house inmates for state correctional authorities or BOP in which 50% or more of the inmates are regularly permitted to leave unaccompanied by staff for work, study, or treatment.

INCLUDE State-operated local detention facilities in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont.

What types of facilities are **EXCLUDED** from this collection?

EXCLUDE facilities operated by private companies that do not primarily house inmates for state correctional authorities or BOP .

EXCLUDE facilities administered by a local or regional law enforcement agency.

EXCLUDE facilities that hold only persons under the jurisdiction of juvenile correctional authorities.

Burden Statement

We estimate that your reporting burden will average **[insert time]** minutes, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires **[DATE]**. We cannot ask you to respond to a collection unless it displays a currently valid OMB control number. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0339, Washington, DC 20503.

Attachment D

Facility Information Form

2024 Census of State and Federal Correctional Institutions Facility Information Form

Facility Name

Physical Address

City ST Zip

Mailing Address

City ST Zip

1. Is this facility open or closed?

Open
Temporarily Closed
Permanently Closed
Don't Know

Additional explanation

2. Does this facility hold inmates for your state?

Yes
No
Don't Know

Additional explanation

3a. Is the primary function of this facility pre-release, work release, or community corrections?

Yes
No
Don't Know
NA

Additional explanation

3b. Does this facility allow 50% or more of its inmates to leave the facility unaccompanied?

Yes
No
Don't Know
NA

Additional explanation

4. Is this facility operated by a DOC, a private company, or a local authority?

BOP
DOC
Private Operator
Joint State and Local Authority
Don't Know

Additional explanation

5. Who will provide the [Census of State and Federal Adult Correctional Facilities \(CCF\) data](#) for this facility?

Agency/Operator/Company Name

Contact Name

Email address Phone

Attachment E

CCF Survey Content

Census of State and Federal Adult Correctional Facilities – List of Data Elements

During the 2024 Census of State and Federal Adult Correctional Facilities data collection, correctional authorities will be asked questions on the following topics:

- Facility characteristics, including—
 - Facility operator
 - Security level
 - Facility functions
 - Capacity
 - Court orders and consent decrees
- Overall inmate counts and counts by—
 - Sex
 - Race and Hispanic origin
 - Custody
 - Sentence length
 - Holding authority
 - Citizenship
- Facility security staff counts and characteristics
- Facility safety and security incidents, including—
 - Misconduct or disciplinary reports
 - Facility disturbances
 - Inmate-on-inmate assaults
 - Inmate-on-staff assaults
 - Escapes
- Availability of education, work, counseling, and special programs.

Attachment F

Frame Update Web-Based Mockups

Dashboard/Facility Selection Screen

| Facility Name | Status | | Address | City | State | Zip |
|---------------|--------------------|------|---------|------|-------|-----|
| Facility 1 | Not started | Edit | Address | City | State | Zip |
| Facility 2 | Review in progress | Edit | Address | City | State | Zip |
| Facility 3 | Confirmed | Edit | Address | City | State | Zip |

OR

| Facility Name | Status | | Address |
|---------------|--------------------|------|------------------|
| Facility 1 | Not started | Edit | City, State, Zip |
| Facility 2 | Review in progress | Edit | City, State, Zip |
| Facility 3 | Confirmed | Edit | City, State, Zip |

Add New Facility

View Eligibility Criteria

View Information for All Facilities

Edit Goes to pre-populated **Facility Data Entry Screen**

↖
Grid Layout TBD
↙

Add New Facility Goes to blank **Facility Data Entry Screen**

View All Facilities Goes to **Facility Summary Screen**

View Eligibility Criteria Goes to **Eligibility Criteria Screen**

Census of State and Federal Adult Correctional Facilities (CCF)

The purpose of this collection is to obtain a comprehensive list of confinement and community-based correctional facilities administered by state departments of corrections (DOCs) or operated by private companies contracted to primarily house inmates for state correctional authorities or BOP. These facilities are intended for adults but sometimes hold juveniles.

What types of facilities are **INCLUDED** in this collection?

- Prisons, Penitentiaries, and Correctional Institutions
- Youthful Offender Facilities (except in California)
- Forestry and Conservation Camps
- Boot Camps
- Road Camps
- Reception, Diagnostic, and Classification Centers
- Prison Hospitals
- Drug and Alcohol Treatment Facilities for Prisoners
- Halfway Houses
- Residential Community Correction Centers
- Pre-release Centers
- Vocational Training Facilities
- State-authorized Parolee Return-to-Custody Facilities

INCLUDE confinement facilities administered by state DOCs or operated by private companies contracted to primarily house inmates for state correctional authorities.

INCLUDE community-based facilities administered by state DOCs or operated by private companies contracted to primarily house inmates for state correctional authorities or BOP in which 50% or more of the inmates are regularly permitted to leave unaccompanied by staff for work, study, or treatment.

INCLUDE State-operated local detention facilities in Alaska, Connecticut, Delaware, Hawaii, Rhode Island, and Vermont.

What types of facilities are **EXCLUDED** from this collection?

EXCLUDE facilities operated by private companies that do not primarily house inmates for state correctional authorities or BOP .

EXCLUDE facilities administered by a local or regional law enforcement agency.

EXCLUDE facilities that hold only persons under the jurisdiction of juvenile correctional authorities.

Burden Statement

We estimate that your reporting burden will average **50** minutes, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires [\[DATE\]](#). We cannot ask you to respond to a collection unless it displays a currently valid OMB control number. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0339, Washington, DC 20503.

[Back to Dashboard](#)

Facility Data Entry Screen

Status: [Fill]

Facility Name

Physical Address

City ST Zip

Mailing Address

City ST Zip

Same as Physical Address

1. Is this facility open or closed?

Open
Temporarily Closed
Permanently Closed
Don't Know

Additional explanation

2. Does this facility hold inmates for your state?

Yes
No
Don't Know

Additional explanation

3a. Is the primary function of this facility pre-release, work release, or community corrections?

Yes
No
Don't Know
NA

Additional explanation

3b. Does this facility allow 50% or more of its inmates to leave the facility unaccompanied?

Yes
No
Don't Know
NA

Additional explanation

4. Is this facility operated by a DOC, a private company, or a local authority?

BOP
DOC
Private Operator
Joint State and Local Authority
Don't Know

Additional explanation

5. Who will provide the [Census of State and Federal Adult Correctional Facilities \(CCF\) data](#) for this facility?

Agency/Operator/Company Name

Contact Name

Email address Phone

This button would only appear if changes have been made. → **Save and Finish Later**

Status: [Fill] **Confirm**

Programming instructions:
 Fill options are "Unconfirmed" or "Confirmed [DATE/TIME]"
 For existing facilities all information is prepopulated
 For new facilities all information is blank
 All fields are editable

If selected, populate physical address fields here

If Q1=Closed --> Remaining items=NA

If Q2=No --> Remaining items=NA

If Q3a or Q3b=Yes, facility is Community-Based
 Else: facility is Confinement

Open CCF Data Elements in a separate tab/window.

If available on Operator spreadsheet, prefill this field
 If centralized DOC (based on CCF19), prefill with current POC information

Save and return to dashboard. Leave status as unconfirmed.

Save any changes, update status to "Confirmed," and return to dashboard

Facility Summary Screen

[Download PDF](#)

Willow Work Release Center

123 Willow St
Smithtown, AK 12345

P.O. Box 123
Smithtown, AK 12345

Open or Closed: Open

Holds inmates for this state: Yes

Is the primary function of this facility pre-release, work release, or community corrections? NA

Does this facility allow 50% or more of its inmates to leave the facility unaccompanied? Yes

Are at least half of the inmates in this facility held for one or more DOCs or BOP? NA

Willow Industries
Mike Smith
555-555-5555
Mike.Smith@willowindustries.com

Johnson Prison

789 Maple St
Smithtown, AK 12345

P.O. Box 789
Smithtown, AK 12345

Open or Closed: Open

Holds inmates for this state: Yes

Is the primary function of this facility pre-release, work release, or community corrections? NA

Does this facility allow 50% or more of its inmates to leave the facility unaccompanied? Yes

Are at least half of the inmates in this facility held for one or more DOCs or BOP? NA

AK DOC
NPS Respondent Name
NPS Respondent Phone
NPS Respondent Email

Smith Prison

456 Elm St
Smithtown, AK 12345

P.O. Box 456
Smithtown, AK 12345

Open or Closed: Closed

Holds inmates for this state: NA

Is the primary function of this facility pre-release, work release, or community corrections? NA

Does this facility allow 50% or more of its inmates to leave the facility unaccompanied? Yes

Are at least half of the inmates in this facility held for one or more DOCs or BOP?

[Download PDF](#)

[Back to Dashboard](#)

Attachment G

First Reminder Email

Subject: Census of State and Federal Adult Correctional Facilities (CCF) – Frame Update Survey: First Reminder

Dear <<Salutation>> <<ContactLastName>>:

Our records show that as of [MONTH DAY, 2024], your agency has not yet submitted BJS's Census of State and Federal Adult Correctional Facilities (CCF) Frame Update Survey. As a reminder, we are requesting that data be submitted by [MONTH DAY, 2024]. If you have already submitted your data, please disregard this email.

I know that you have many responsibilities and priorities and truly appreciate your time and effort to complete this survey. This data collection is vital to the success of BJS's CCF that will be administered later this year.

Please access the CCF Frame Update survey online at [URL]. Your agency-specific login information is:

USERNAME: «AgencyID» PASSWORD: «PIN»

If you expect delays in your ability to complete Frame Update Survey, please reach out to discuss options for reporting. You can contact RTI International, BJS's data collection agent for the CCF, at [phone] or [email], or Laura Maruschak, the BJS project manager, at Laura.Maruschak@usdoj.gov or 202-598-0802.

BJS thanks you in advance for your participation and look forward to our continued work together.

Sincerely,

Rich Kluckow, DSW
Chief, Corrections Statistics Unit

Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street NW
Washington, DC 20531

Mobile 202.598.0597
richard.kluckow@usdoj.gov

Attachment H

Second Reminder Email

To: «POC Email»

Subject: CCF Frame Update Survey: Second Remider

Dear <<Salutation>> <<ContactLastName>>:

Our records show that as of today, your agency has not yet submitted BJS's Census of State and Federal Adult Correctional Facilities (CCF) Frame Update Survey. As a reminder, BJS had requested that data be submitted by [MONTH DAY, 2024]. If you have already submitted your data, please disregard this email. ***If you need an extension for submitting data, please respond to this email as soon as possible.***

I know that you have many responsibilities and receive numerous data requests, but obtaining a roster of your facilities in advance is vital to the success of the CCF main data collection that will be administered later this year. The CCF is an important component of BJS's core set of correctional statistics. Data collected in the CCF describe the characteristics of adult correctional facilities nationwide and inform state and federal policy makers, prison administrators, and researchers on issues such as capacity and crowding, workload, facility function, safety and security, and inmate reentry.

To reduce the burden as much as possible, the online survey has as much information as we already have about each of your facilities prefilled. We simply need you to confirm or correct the information we already have on hand and add information about any facilities we are missing.

Please access the CCF Frame Update survey online at [URL]. Your agency-specific login information is:

USERNAME: «AgencyID» PASSWORD: «PIN»

If you have any questions related to the survey, please don't hesitate to contact RTI International, BJS's data collection agent for the CCF, at [phone] or [email], or Laura Maruschak, the project manager at the Bureau of Justice Statistics, directly at Laura.Maruschak@usdoj.gov or 202-598-0802.

Thank you for your participation and we look forward to our continued work together.

Sincerely,

Rich Kluckow, DSW
Chief, Corrections Statistics Unit

Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street NW
Washington, DC 20531

Mobile 202.598.0597
richard.kluckow@usdoj.gov

Attachment I

Nonresponse Telephone Call Script

[IF CALL RINGS TO A GATEKEEPER]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics (BJS) in the U.S. Department of Justice regarding the Census of State and Federal Adult Correctional Facilities. I am following up on the data collection invitation that was sent addressed to <<POC Name>>. May I speak with <<POC Name>>?

[IF CALL REACHES POC]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics in the U.S. Department of Justice regarding the Census of State and Federal Adult Correctional Facilities (or CCF). BJS sent an invitation to update our list of facilities for [STATE], but we have not yet received a response. I wanted to follow up to confirm that you received the invitation to participate in the CCF Frame Update Survey.

[IF QUESTIONS ABOUT THE SURVEY]

- The purpose of the CCF Frame Update Survey is to obtain a comprehensive list of confinement and community-based correctional facilities administered by state departments of corrections (DOCs) or operated by private companies contracted to primarily house inmates for state correctional authorities or BOP.
- The CCF Frame Update Survey is vital to the success of the Census of State and Federal Adult Correctional Facilities main collection that will be administered later this year.
- BJS will use the data collected to ensure that the facilities that are included in the Census are as accurate as possible and reduce burden for the main collection by minimizing delays that will result from the wrong facilities being listed.
- The survey will take approximately 50 minutes to complete, including gathering some of the information and numbers you might need to compile.

[IF RESPONDENT RECEIVED THE INVITATION]

[OFFER ASSISTANCE TO COMPLETE]

Is there anything I can do to assist you in completing the survey? I can provide you a template spreadsheet that can be used to export data directly from your information systems, or I could review the facility list with you now to correct any inaccurate or missing information. I would also be happy to schedule a time to review the information we already have by phone. At a minimum, it would be helpful to know whether we have the correct facilities listed, even if you don't have all of the specific information about each facility available.

[IF AGENCY SAYS THEY DO NOT INTEND TO RESPOND]

Thank you for letting us know. Is there anyone else who might be able to confirm the information we already have about your facility? Would you be willing to share with us why you have chosen not to participate?

[IF RESPONDENT DID NOT RECEIVE THE INVITATION]

Let me review the contact information we have on file for your agency. [REVIEW E-MAIL ADDRESS AND MAILING ADDRESS.]

Ask for the POC's preferred method of contact and offer to re-send the information.

Attachment J

Third and Final Reminder Email

To: «POC Email»

Subject: CCF Frame Update Survey: Third and Final Reminder

Dear <<Salutation>> <<ContactLastName>>:

Our records show that you have not yet submitted BJS's Census of State and Federal Adult Correctional Facilities (CCF) Frame Update Survey.

We are writing to let you know that we are nearing the end of this Frame Update Survey and request your response by [MONTH DAY, 2024]. If you need any assistance submitting your data, please reach out to us as soon as possible. We are happy to help. Please logon to confirm the prefilled information as soon as possible at [URL].

Your agency-specific login information is:
USERNAME: «AgencyID» PASSWORD: «PIN»

If you have any questions related to the survey, please don't hesitate to contact RTI International, BJS's data collection agent for the CCF, at [phone] or [email], or Laura Maruschak, the project manager at the Bureau of Justice Statistics, directly at Laura.Maruschak@usdoj.gov or 202-598-0802.

Thank you for your participation. We look forward to receiving your updated frame information soon.

Sincerely,

Rich Kluckow, DSW
Chief, Corrections Statistics Unit

Bureau of Justice Statistics
U.S. Department of Justice
810 Seventh Street NW
Washington, DC 20531

Mobile 202.598.0597
richard.kluckow@usdoj.gov

Attachment K

RTI IRB Determination

NOT HUMAN RESEARCH DETERMINATION

January 2, 2024

Chris Ellis
919-541-6480
ellis@rti.org

Dear Chris Ellis:

On 1/2/2024, the IRB reviewed the following submission:

| | |
|--------------------------|---|
| Type of Review: | Initial Study |
| Title: | Census of State and Federal Adult Correctional Facilities (CCF) |
| Investigator: | Chris Ellis |
| IRB ID: | STUDY00022720 |
| Funding Source: | Dept of Justice BJS |
| Customer/Client Name: | Dept of Justice BJS |
| Project/Proposal Number: | 0219262 |
| Contract/Grant Number: | 15PBJS-23-GK-00835-BJSB |
| IND, IDE, or HDE: | None |

The IRB determined that the proposed activity is not research involving human subjects as defined by DOJ regulations 28 CFR 46.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,

The RTI Office of Research Protection